

Table of Contents

Table of Contents 1

Contact Information 2

Additional Manuals..... 2

General Information..... 3

Tests and Times 3

Who Tests and When 4

Test Materials..... 4

Preparing Students for Norm-Referenced Tests 5

Contact Information

**Nevada Department of Education
Assistant Director**

Carol Crothers
775-687-9135
ccrothers@doe.nv.gov

**Nevada Department of Education
Administrative Assistant**

Melissa Swann
775-687-9188
mswann@doe.nv.gov

**Riverside Publishing Company
Nevada Program Manager**

Wendy Konczal
800-767-8420 ext 7711
Wendy_Konczal@hmco.com

**Riverside Publishing Company
Nevada Program Coordinator**

Tasha Henderson
800-767-8420 ext 6310
Tasha_Henderson@hmco.com

**Riverside Publishing Company
Customer Service**

Chantel Jackson
800-323-9540 ext 7080
Chantel_Jackson@hmco.com

Additional Manuals

ITBS Directions for Administration

ITED Directions for Administration

2005-2006 Nevada Guide for Test Coordinators (ITBS/ITED)

Practice Tests for Grade 4

Message to Parents in English and Spanish (Grades 4, 7, and 10)

General Information

As part of the Nevada Proficiency Examination Program (NPEP) and Nevada Revised Statute (NRS) 389.015, Nevada students in grades 4, 7, and 10 are administered a norm-referenced test (NRT) to determine their achievement and proficiency in reading, language, math, and science. The *Iowa Tests of Basic Skills (ITBS)* published by the Riverside Publishing Company will be administered to students in grades 4 and 7. Tenth grade students will take Riverside's *Iowa Tests of Educational Development (ITED)*.

Tests and Times

The names of the tests required under the Nevada Proficiency Examination Program are preceded by a solid circle.

Subtests on the Iowa Tests of Basic Skills (Grades 4 & 7)

		Time (min.)	Number of Questions per Level	
			Grade 4	Grade 7
Reading	• Vocabulary	15	34	41
Total	• Reading Comprehension ¹	25 + 30	41	48
Language	• Spelling	12	32	40
	• Capitalization	12	26	32
	• Punctuation	12	26	32
	• Usage and Expression	30	33	40
Math	• Math Concepts & Estimation ¹	25 + 5	36	46
	• Math Problem Solving & Data Interp	30	24	30
	• Math Computation	15	27	31
	Social Studies	30	34	41
Science	• Science	30	34	41
	Maps and Diagrams	30	25	30
	Reference Materials	25	30	36
TOTAL:				
	Required Tests	241	313	381
		(4 hr., 1 min.)		
	Complete Battery	326	402	488
		(5 hr., 26 min.)		

¹ Test is administered in two parts.

Subtests on the Iowa Tests of Educational Development (Grade 10)

		Time (min.)	Number of Questions
Reading	• Vocabulary	15	40
Total	• Reading Comprehension	40	44
	Spelling	10	30
Language	• Language: Revising Written Materials	40	56
Math	• Mathematics: Concepts and Problem Solving	40	40
Total	• Math Computation	15	30
	Analysis of Social Studies Materials	40	50
Science	• Analysis of Science Materials	40	48
	Sources of Information	20	40
	TOTAL: Required Tests	190 (3 hr., 10 min.)	258
	Complete Battery	260 (4 hr., 20 min.)	378

Other tests included in the *ITBS/ITED Complete Battery* may be administered at the option of the local school and/or district. Those tests will be scored and reported at no additional charge by Riverside Publishing Company.

Who Tests and When

The *Iowa Tests of Basic Skills* and *Iowa Tests of Educational Development* must be administered to students in grades 4, 7, and 10 using the grade-specific test level. Out-of-level testing is not allowed in any of the examinations under the Nevada Proficiency Examination Program. In accordance with norms group participation, the *ITBS/ITED* testing window (including make-up testing) for the 2005-2006 school year will extend from January 17 through February 17. Specific instructions for the administration, coding, and shipment of the examinations can be found in the manuals listed at the beginning of this section.

Test Materials

Test booklets for the *Iowa Tests* are to be retained each year by the school or school district in locked and secure storage. Additionally, *ITBS/ITED Directions for Administration* must be retained and reused each year. Unused *Practice Tests for Grade 4* and *Message to Parents* for each of grades 4, 7, and 10 left over from previous years can be distributed in the current school year. **However, answer documents and the *Nevada Guide for Test Coordinators (ITBS/ITED)* from previous school years must be destroyed and re-ordered.**

No later than one month before a scheduled test administration, test directors will receive an order form from Riverside Publishing for answer documents, *Practice Tests for Grade 4*, *Message to Parents* (in English and Spanish), and the *2005-2006 Nevada Guide for Test*

Coordinators (ITBS/ITED. Districts should order only one answer document per student as extra documents are automatically included in the shipment. Additional test booklets and *Directions for Administration* may also be ordered at this time, if necessary. The order forms must be completed and returned by the date indicated on the form. Orders will be shipped to the district no later than 10 working days prior to the test date test.

Braille and large-print forms of the test must be obtained directly from the Nevada Department of Education (Clark County School District maintains its own supply of these materials).

Preparing Students for Norm-Referenced Tests

In accordance with Nevada Revised Statutes (NRS) 389.640, the Nevada Department of Education will establish a statewide program for use by schools and school districts in their preparation for the norm-referenced tests. The program must be designed to ensure:

- The consistency and uniformity of all materials and other information used in the preparation for the examinations; and
- That the actual examinations are not included within the materials and other information used for preparation.

The law further states that school districts shall comply with this program and may use and provide additional materials and information if the materials and information comply with the established program. Schools, including charter schools, shall use **only** the materials and information that have been approved or provided by the Nevada Department of Education or the local school district.

It is imperative that all educational personnel involved with the teaching or test administration of students in the grade levels to be tested are sufficiently trained and familiar with the information contained in the Test Security and Student with Special Needs Sections of the *Guidelines for the Nevada Proficiency Examination Program 2005-2006*.

As part of the Nevada Proficiency Examination Program, the following materials are being provided annually for all public school students at the indicated grade levels:

1. *A Message to Parents* (Grades 4, 7, 10)
2. *Practice Tests* (Grade 4)

The pamphlet *A Message to Parents* has been designed to provide students and parents with information about the *Iowa Tests of Basic Skills (ITBS)* for students in grades 4 and 7 and the *Iowa Tests of Educational Development (ITED)* for students in grade 10. Sample questions for each of the tests are also included to provide familiarity with the content and format of the actual test questions. *Practice Tests* will be available for students in grade 4 to give an additional opportunity for students to become comfortable with the testing situation. These practice tests are to be administered in their entirety prior to the first testing session.

In addition to adherence to all test security procedures, the following test preparation practices are **approved**:

- Informing teachers about the norm-referenced tests, their purposes, and the use of results.
- Informing students in advance that they will be taking the *ITBS* or *ITED*.
- Explaining the purpose and general form of the *ITBS* or *ITED* to students.
- Familiarizing students with the test format.
- Training students in generic test-taking tips.
- Practicing on tests of similar format, but not content.
- Using publisher-provided practice tests or test-preparation packages with content **not parallel with the *ITBS* or *ITED***.

In order to enhance the accuracy and validity of norm-referenced testing information, the following test preparation practices are **prohibited**:

- Becoming familiar with *ITBS* or *ITED* test questions².
- Narrowing practice or curriculum to specific objectives found on the test.
- Practicing with tests that are highly correlated with the *ITBS* or *ITED*.
- Using test preparation materials that mention the *ITBS* or *ITED* in their titles.
- Using the *ITBS* or *ITED* as a model for constructing exercises that are parallel in content and/or format.
- Doing practice exercises with response options in identical order as the *ITBS* or *ITED*.
- Using a parallel form of the *ITBS* or *ITED*.
- Using practice exercises that contain items from the *ITBS* or *ITED*.

² In accordance with NRS 389.015, the questions contained in state-mandated examinations and the approved answers are confidential, and disclosure is unlawful.